



TOWN OF ARLINGTON

WATER AND SEWER DIVISION

51 Grove St, Arlington, Massachusetts 02476

Final Water/Sewer Bills – Policy and Procedure

The Town of Arlington Water and Sewer Division will generate a Final Bill for the water/sewer usage for a property upon notification by the seller that the ownership of a residential or commercial property is scheduled to change. The owner or their representative must email the completed "**Final Water/Sewer Bill Request Form**" with the final water meter reading (including a picture of the reading from the water meter) for the property to the address below.

The form must contain all the required information to be processed. The Email address to submit the form is: DPWFinalWaterBill@town.arlington.ma.us

The Processing Fee for the Final Bill is **\$15.00**. The Final Bill form follows below.

Payments: The payment can be adjusted at the closing and paid by certified checks or closing attorney's checks only. This final bill payment and processing fee (2 separate checks) can be paid at the Treasurer's Office or mailed to the addresses below. No Personal Checks. Addresses for mailed payments:

Final Bill Payment

Office of the Tax Collector
Town of Arlington
PO Box 210
Arlington, MA 02476-0002

Processing Fee Payment (\$15.00)

Department of Public Works
51 Grove St.
Arlington, MA 02476-4602

Please include the property address and account number on the checks.

A minimum of 7 business days (8am-4pm M-F except holidays) before the closing, read the water meter (usually located in the basement) and write down the reading, take a picture of the read and submit your completed Final Water/Sewer Bill Request Form. Based on this meter reading, the Final Bill is generated.

TO AVOID DELAYS - If a meter or electronic reading device is not functioning or part of our replacement program (10+ years old) it must be replaced before a Final Bill can be issued. If an account has 0 or estimated reads in past bills, additional time may be required to review requests and adjust bills prior to the Final Bill. Please plan your request accordingly. Any request received after 12 Noon will be reviewed the following business day.

Contact the Water and Sewer Division at: (781) 316-3102 if you have any questions,

Once complete, the Final Bill will be emailed to the applicant.

If the closing does not occur or is rescheduled, notify the Water Dept. immediately, within 7 days. A new request must be made and a new \$15.00 fee will be applied for each rescheduled request.

If the Seller does not pay the amount due on the water and sewer account, it becomes the responsibility of the new property owner.



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WATER AND SEWER DIVISION
51 Grove St, Arlington, Massachusetts 02476

FINAL WATER/SEWER BILL REQUEST FORM

Please print clearly and submit complete form at least 7 business days before closing.
If the Seller does not pay the amount due on the water and sewer account, it
becomes the responsibility of the new property owner.

Date of Request: _____

Closing Date: _____ Account #: _____

Property Address: _____ Parcel Id #: _____

Final Read: _____ (attach photo of meter showing read)

Processing Fee: **\$15.00** (will be added to the bill)

Property Type: Residential/Commercial/Mixed Use (circle one)

Is new owner a Builder/Contractor/Developer? Y/N Will this be a demo/knock down/remodel? Y/N

Seller(s) Name: _____

Seller(s) Mailing Address: _____

Seller(s) Telephone: _____ Seller(s) Email: _____

Forwarding Address: _____

Buyer(s) Name: _____

Buyer(s) Mailing Address (if different from new property address): _____

Buyer(s) Telephone: _____ Buyer(s) Email: _____

Realtor Name: _____ Company: _____

Realtor Email: _____ Realtor Telephone: _____

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For Water Dept. Use Only: Meter # _____ MXU# _____

Water Meter Readings: Date: _____ Read By: Customer or Water Dept. (Cir. One)

Current	Previous	Usage (CCF Units of Water)
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_____	_____	_____
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Email completed Final Water Bill Request form to: DPWFinalWaterBill@town.arlington.ma.us

Telephone Contact: 781-316-3102

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